

New Jersey STOP Violence Against Women Grants Program

Program Guidelines

State Office of Victim-Witness Advocacy
Division of Criminal Justice
Department of Law & Public Safety

(Revised February 2005)

NJ STOP Violence Against Women Grants Program

Program Description

The New Jersey STOP Violence Against Women Grants Program is administered by the Division of Criminal Justice, State Office of Victim-Witness Advocacy (SOVWA). The Violence Against Women Act established a formula grants program in the US Department of Justice for states to develop and implement effective law enforcement and prosecution strategies to combat violence against women and to enhance victim services. Each year, New Jersey develops an implementation plan for the allocation of grant funds based on the following general purpose areas of the Federal STOP Violence Against Women Formula Grants Program:

- Training law enforcement officers and prosecutors to more effectively identify and respond to violent crimes against women, including crimes of sexual assault and domestic violence;
- Developing, training, or expanding units of law enforcement officers and prosecutors specifically targeting violent crimes against women;
- Developing and implementing more effective police and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women;
- Developing, installing or expanding data collection and communication systems, including computerized systems linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women;
- Developing, enlarging, or strengthening victim services programs, including sexual assault and domestic violence programs; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women;
- Developing, enlarging, or strengthening programs addressing stalking; and
- Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women.

Specific funding allocations and purposes are outlined in the State's annual implementation plan. For competitive grant programs, the Notice of Availability of Funds (NOAF) will include specific funding purposes and requirements.

Allocation of Funds

Under the federal STOP Violence Against Women formula grant program, a state may use (5%) of its allocation for administrative purposes. Of the remaining funds, 25% must be allocated, without duplication, to each of the following areas: prosecution, law enforcement, courts, victim services, and discretionary purposes. Funds distributed through the New Jersey STOP Violence Against Women Grants Program are administered in a manner consistent with appropriate federal guidelines. (*Federal Register*, April 18, 1995, Vol.60, No. 74).

Application Requirements

Eligibility

An applicant must be a unit of state or local government or a private nonprofit organization with documented 501(c)(3) status. Additional eligibility criteria may be applied for a particular category of funds, i.e., prosecution, law enforcement, courts, victim services or discretionary. *Any additional criteria for competitive subgrants will be included in the Notice of Availability of Funds (NOAF).*

Applicants should carefully review the program, reporting, equipment management and fiscal requirements contained in these **Program Guidelines** to ensure ability to comply should a subgrant be awarded.

Application Submission

One signed original application and four copies must be received in the State Office of Victim-Witness Advocacy no later than the deadline specified in the Notice of Availability of Funds published in the *New Jersey Register* for competitive subgrant programs or by the date indicated by the SOVWA for noncompetitive subgrants.

The Division of Criminal Justice reserves the right to decline any application for grant funding and to award grants in amounts that may be other than requested. Any applications that are incomplete or received after the published application deadline will not be considered.

NJ STOP Violence Against Women Grants Program Application Narrative

The program narrative contained in the application package must include the following information:

Agency Background, Mission, Experience and Capability

Describe the agency's overall mission, background and experience as it relates to the purpose and objectives of the proposed project. Explain the agency's understanding and capability to carry out the project based on demonstrated experience in providing services to the target population and in addressing issues of violence against women. Public agencies must cite their statutory authority. Private nonprofit organizations must provide proof of IRS 501(c)(3) status.

Applicants receiving current VAWA funding must provide a project evaluation summary that describes: the strengths; weaknesses; level of service, including the number of unduplicated victims served and the number of hours of service provided by VAWA funded project staff; outcomes; and the impact of the project.

Problem Statement/Needs Assessment

Identify the specific problem(s), target population and geographic area that the proposed project will address. Describe local conditions and the needs and characteristics of the target population. Describe existing services and identify gaps and/or barriers in services. Provide supporting documentation, including **relevant local** facts, statistics, study findings, etc.

Goals, Objectives and Methods

Specify clear, realistic goals for the proposed project. Identify objectives that are concise, measurable and clearly relate to the goals, problem statement and target population. Measurable objectives shall include, but not be limited to the number of unduplicated victims to be served and the number of hours of service to be provided by VAWA funded staff on the proposed project. Describe the program approach or strategy for attaining each objective. Complete a Project Workplan which includes each objective along with the major activities, responsible staff, and feasible time frames for each objective and activity.

For projects that involve professional therapeutic services, applicants must include the following information: Describe the applicant's overall objectives of short-term therapeutic services for the target population; type and average duration/sessions of therapeutic services to be offered; assessment criteria and tools to determine

appropriate level and type of therapeutic service for each client; procedures for identifying and referring clients who require more long term therapeutic services; credentials of the clinical staff who will provide the therapeutic service and the level of clinical supervision provided; specify the projected total number of clients (unduplicated) to be served and the average number of clients receiving services at any given time.

Partnership/Collaboration/Coordination of Services

Collaboration and coordination of services are strongly encouraged in all projects and required for several types of projects. Describe the agency's partnership/coalition building strategy and use of volunteers. Define roles, responsibilities, referral mechanisms, and collaboration/ coordination efforts necessary for the successful implementation of the project. At least three current letters of support for the specific project must be included with the application. Form letters or general letters of support are not acceptable.

Two specific types of projects, multicultural services, and domestic violence response teams, require a written affiliation agreement of partnership and coordination of services. Affiliation agreements for these projects must clearly define the roles and responsibilities of each contributing agency.

For **multicultural services projects**, the partnership must combine the understanding and expertise in addressing the needs and concerns of the targeted ethnic/racial community with the understanding and expertise in serving victims of violence against women.

The partnership must include a written affiliation agreement between:

an existing provider of services to victims of violence against women such as domestic violence and/or sexual assault; and a community organization that serves and/or represents the targeted ethnic/racial population.

For **domestic violence response team projects**, the partnership must combine the understanding and expertise of law enforcement with the understanding and expertise of an experienced domestic violence service provider.

The partnership must include a signed affiliation agreement between:

the applicant law enforcement agency, collaborating law enforcement agencies; and the county domestic violence program.

If a Notice of Availability of Funds has been issued for a particular program, refer to the NOAF for specific affiliation agreements.

Project Management and Staff

Identify project management and key staff and explain how they are uniquely qualified to manage/implement the project. Provide **current** resumes and **current** job descriptions that include the title, responsibilities, education and experience requirements for each position for which VAWA funds or matching funds are requested. State if each position is full-time or part-time and the number of hours and percentage of time devoted to the project by each position. Indicate if you will use existing staff (by name) or if you will recruit new staff for each funded position.

Program Evaluation

Develop a project evaluation plan which will measure the extent to which stated objectives were achieved and the impact on the victims served. Specify how, when and what type of data will be collected, probable test instruments and persons responsible for conducting the evaluation. Client feedback is strongly encouraged. An explanation must be provided if measurement does not include client feedback.

Budget Request

Complete the **Budget Request** forms. Costs must be specific and tied to the project objectives. Round dollar amounts when itemizing costs. Applicants should refer to the **Program Guidelines** for a description of budget categories and allowable expenditures. Applicants should itemize costs as fully as possible. A 25% match, either cash or in-kind, is required for private nonprofit and public agencies.

List the sources of matching funds and the corresponding budget line item. The applicant must certify that matching funds are available for use. Refer to the **Program Guidelines** for match requirements.

Budget Narrative Justification

Include a detailed narrative justification for each budget category and line item of federal and matching funds requested on the Budget Request Form, how such costs were calculated and why they are necessary to the project. The narrative must address the budget categories/line items in the same order as they appear on the Budget Request forms.

NJ STOP Violence Against Women Grants Program Matching Funds Requirement

The STOP Violence Against Women Grants Program requires a 25% match for all public and private non-profit agencies. The 25% match may be cash or in-kind services. All matching funds are restricted to the same uses as program funds and must be expended within the grant period.

Federal funds can not be used as matching funds for the VAWA subgrants. Many state agencies receive federal funds to pass through to local and nonprofit agencies. If the funds provided to the applicant agency are a combination of both State and Federal funds, then only the portion which are State funds can be used as the match. Applicants should check with their funding sources to determine if the funds they have received from that source are federal.

Examples of in-kind match include, but are not limited to, donations of equipment, office supplies, workshop or classroom materials, work space, utilities, or the monetary value of time contributed by professional and technical or support personnel if the services they provide are an integral and necessary part of a funded project.

The value placed on loaned or donated equipment may not exceed its fair rental value. Value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. The basis for determining the value of personnel services, materials, equipment, and space must be documented.

The 25% matching funds are calculated on the total project costs. A simple formula for calculating the required 25% is as follows:

Divide the federal funds you are requesting by 3. This gives you the required match. Add the federal funds requested plus your match to equal the total project cost.

Example: \$30,000 federal funds requested
 $\$30,000 \div 3 = \$10,000$ (required match)
 $\$30,000 + \$10,000 = \$40,000$ (total project cost)
 $\$40,000 \times 25\% = \$10,000$

It is not necessary to provide matching funds for each individual item requested in the budget, but the total required match must be reflected within the proposed budget. Subgrantees are required to maintain documentation on activities supported by matching funds and federal VAWA funds.

NJ STOP Violence Against Women Grants Program Budget Categories

Budget categories and examples of allowable costs are as follows:

Personnel

Salaries

- < The cost of salaries and hourly wages for staff involved in the project.
- < Administrative staff time necessary to meet requirements of the subgrant such as completing required time sheets and activity reports; program documentation, reports, and statistics; and maintenance of victims' records (for matching funds only).

Fringe Benefits

- < The cost of fringe benefits for project staff (Include the agency fringe rate for each project staff)

Purchase of Services

Contracting for specialized victim services and/or professional administrative services.

- < Contracted services may be used to provide specialized services only. Examples of these include assistance in filing restraining orders; psychological or psychiatric services; sign interpretation for the hearing impaired; and printing services.
- < Contracted services may also include agreements for service with local transportation agencies to enable victims to attend counseling or court.
- < Services to meet auditing requirements must be prorated among all funding sources (for matching funds only)

Travel

Project related travel costs incurred by project staff to provide services or to conduct or attend approved training.

- < Local travel mileage costs may be reimbursed up to the state rate (currently \$.31/mile). Public employees must be reimbursed at the local government rate.

- < Support costs for training and continuing education which are necessary to carry out the purposes of the project such as travel, meals, and lodging to attend training within the state or a nearby geographic area. **All requests to use VAWA funds for travel costs related to training must be submitted 10 days in advance on a standardized Training Request form for prior written approval by the State Office of Victim-Witness Advocacy.**

Training

Training costs for project staff and costs to present training or conferences on project related issues. **All requests to use VAWA funds for training costs must be submitted 10 days in advance on a standardized Training Request form for prior written approval by the State Office of Victim-Witness Advocacy.** Although the approved project budget may include funds for training, each individual **Training Request** must be submitted and approved in advance.

- < Training costs associated with project related training to develop and enhance the skills of service providers including paid staff and volunteers.
- < Purchase of project related training materials such as books, training manuals, and videos.

Outreach

- < Outreach costs for community education materials related to the project, such as brochures, flyers, etc.

Supplies

- < Project related office supplies and postage; etc (for matching funds only).

Equipment

Furniture and equipment costs must be directly related to project activities and must be justified in the Budget Narrative. Funds cannot support the entire cost of an item that is not used exclusively for the project. Costs must be prorated based on percentage of project related use.

- < Furniture, computers and software, copiers, fax machines, pagers, televisions and/or VCR's for victim service areas, cameras, video cameras (for training purposes only), and service contracts and equipment use fees when supported by a usage log. Any revisions to the approved budget under this category must be approved in advance by the SOVWA (for matching funds only).

- < The costs of furniture or equipment that makes victims' services more accessible to women with disabilities, such as a TTY for persons with hearing impairments or braille readers for women with visual impairments.
- < Leasing or purchase of vehicles, if the subgrantee can demonstrate that it is essential to the project's capacity to deliver services (for matching funds only).

Facilities

Project related victim service and office space and related costs. Facilities expenses must be prorated based on the percentage of project use.

- < Rental, telephone and utility costs. Funds may not be used to support mortgage costs or capital improvements (for matching funds only).
- < Property insurance (not including building liability insurance) (for matching funds only).

Victim Aid

Funds for use in **emergency** situations for victim services. A small amount of funds may be requested. Applicants requesting funds must submit their written policies and procedures regarding eligibility criteria, disbursement and accounting of these funds.

- < Emergency transportation costs for victims to receive services or participate in the criminal justice system (if not included in the purchase of service contract for victim transportation);
- < Emergency shelter for disabled or elderly female victims of violence when no other accommodations are safe or appropriate.

Prior approval is required before expenditures may be incurred. In cases of emergencies after hours or on weekends, a subgrantee may use funds but must contact the SOVWA the next business day.

NJ STOP Violence Against Women Grants Program Unallowable Costs and Activities

Listed below are unallowable costs and activities under this grant program:

- < STOP funds can not be used to develop sexual assault or domestic violence curricula for school programs;
- < Support services for children must show an inextricable link and be the direct result of providing services for women. For example, STOP funds may support the expansion of battered women's shelter services to include programs for children of the battered women residing in the shelter. STOP funds may not be used to support services that focus exclusively on children or a clientele other than women and services to children must be incidental to the provision of services to women.
- < Lobbying and administrative advocacy which includes support for victim legislation or administrative reform, whether conducted directly or indirectly;
- < Indirect organizational costs such as liability insurance on buildings and vehicles; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction;
- < Advertising expenses;
- < Legal representation for divorce or child custody proceedings;
- < STOP funds can not be used to pay for the cost of forensic medical examinations, any additional procedures, or colposcopes.
- < Long-term therapeutic services.
- < Professional liability insurance.

NJ STOP Violence Against Women Grants Program Application Authorization

The subgrant application must be signed by the agency's chief executive officer or authorized party to certify that the application is accurate and complete and that the applicant will comply with all conditions and assurances applicable to subgrant.

Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the **General Conditions and Assurances** in the **Application** for citations of applicable federal laws.

In the event that any court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the subgrantee must forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

If a subgrantee receives a grant of \$500,000 or more *and* the Department of Justice regulations (28 CFR 42.301, *et seq.*) require an Equal Employment Opportunity Plan (EEOP), subgrantee will be given 60 days to submit an EEOP.

Lobbying

As required by Section 1352, Title 31 of the US Code, and implemented at 28 CFR Part 69, if entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, applicants must certify that:

No federally appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any of the following covered federal actions: making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;

If any funds other than federally appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a federal grant or cooperative agreement, the applicant shall complete and submit Standard Form - LLL, **Disclosure of Lobbying Activities**, in accordance with its instructions. Forms available upon request from the State Office of Victim-Witness Advocacy.

Debarment

All federal programs must include a certification from the subgrantee and its principals that:

They have not been debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

They have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

They are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in **Lobbying, paragraph (b)**; and

They have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

In addition, subgrantee must assure that a certification will be obtained from any supplier of goods or services who will receive \$25,000 or more in federal funds. The certification from the subgrantee is included in the **Application Authorization**, and each award will have a condition attached which requires that a certification will be obtained from subcontractors at or over the \$25,000 level (certification forms are available from DCJ upon request).

If the applicant is unable to certify to any of the statements above, an explanation must be attached to their application.

Drug Free Workplace

As required by the Drug Free Workplace Act of 1988, grantees of federal funds, other than an individual, shall certify that it will provide a drug free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying actions that will be taken for violations of such prohibition;

Establishing a drug free awareness program to inform employees about the dangers of drug abuse in the workplace;

Informing employees about: the grantee's policy of maintaining a drug free workplace; any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.

NJ STOP Violence Against Women Grants Program Program Requirements for Subgrantees

Each subgrantee shall:

- < Inform victims of services available from their County Office of Victim-Witness Advocacy.
- < Initiate program activity within 30 days of award, including recruitment activities; staff paid under the grant should be available to work on the project within 30 days, or if a new hire, agency must begin active recruitment.
- < Maintain appropriate program and financial records that fully disclose the amount and disposition of funds received.
- < Maintain required statistics on victims served by sex, race or national origin, age, disability and other categories within the timetable established by the State Office of Victim-Witness Advocacy.
- < Promote coordinated public and private efforts to aid victims.
- < Maintain confidentiality of client-counselor information, if applicable, as required by State and Federal Law.
- < Specify on any publications, media reports, etc., that the project was funded, either all or in part, by the US Department of Justice, STOP Violence Against Women Formula Grants Programs through the New Jersey Division of Criminal Justice, State Office of Victim-Witness Advocacy.
- < Submit **Training Request** forms to use VAWA funds for project related training to the State Office of Victim-Witness Advocacy for prior written approval at least 10 days in advance.
- < Provide services supported by VAWA funds free of charge.
- < Assist victims in filing Victims of Crime Compensation Board (VCCB) claims.

NJ STOP Violence Against Women Grants Program Reporting Requirements

Subgrant Award and Performance Reports

Subgrantees must submit the **Subgrant Award and Performance Report (SAPR)** to the State Office of Victim-Witness Advocacy as required.

Quarterly Narrative and Financial Reports

Subgrantees are required to submit **Quarterly Narrative and Quarterly Financial Reports** on subgrant activities each quarter. The reports shall be submitted to the State Office of Victim-Witness Advocacy within 15 working days of the close of each quarter.

Final Financial Report

A **Final Financial Report** must be submitted on the **Quarterly Financial Report** form to confirm receipt of final payment. This report is due within 15 days of receipt of the final payment.

Program Evaluation Report

Subgrantees are required to submit a Program Evaluation Report on the project at the close of the subgrant period. The Report must be submitted within 30 days of the close of the subgrant period.

Special Reports

The SOVWA occasionally receives requests for information from federal and state officials concerning crime victims, special projects and services. Subgrantees may be asked to supply information related to these requests in a time frame other than required under the various reporting periods.

NJ STOP Violence Against Women Grants Program Subgrantee Fiscal Control, Accounting and Records Requirements

Procedures must be established to ensure proper accounting of all subgrant funds and any required matching funds.

Fiscal Control

Government agencies must maintain a separate account for subgrant funds with separate accountability of receipts, expenditures, and balances for the subgrant period.

Private, nonprofit organizations must maintain appropriate accounting, auditing, record keeping and monitoring procedures to ensure fiscal control, proper management and efficient disbursement of project funds.

Subgrantees must maintain receipt of subgrant funds and documentation (supporting voucher, authorized bill and copy of checks) for all expenditures, including matching funds.

Subgrantees must maintain a time-reporting system for personnel charged to the subgrant and any related matching funds (cash or in-kind). Subgrantees must maintain payroll authorizations and vouchers and records supporting charges for fringe benefits. *The subgrantee must maintain records indicating the hours worked by specific project activity for all subgrant funded staff.*

Subgrantees must maintain inventory records for equipment bought or rented with subgrant funds or match funds or contributed through an in-kind match. See *Management of Equipment Purchased with Subgrant Funds* in these **Program Guidelines**.

Accounting Procedures

Accounting procedures must provide for an accurate and timely recording of receipt of funds by source, expenditures made from such funds and unexpended balances. Controls must be established to certify the accuracy of expenditures charged to subgrant activities. All such documentation must be readily available for review.

Budget Revisions

Requests for revisions to the approved project budget must be submitted in a timely manner. Revisions must be requested in advance or during the same quarter as the proposed effective date of the revision. Revisions to the approved project budget during the fourth quarter must be submitted within the first two months of that quarter.

Any revisions to the approved project budget that total \$500 or 5% (whichever is less) of subgrant funds must be submitted to the State Office of Victim-Witness Advocacy on

a **Budget Revision Request** form for prior written approval. A detailed narrative justification for this budget revision must be attached to the **Budget Revision Request** form. The justification must address how the proposed changes affect the project activity.

Any revisions to the approved project budget that total less than \$500 or 5% (whichever is less) of subgrant funds may be made without prior written approval by the State Office of Victim-Witness Advocacy. However, such revisions must be documented in the **Quarterly Narrative Report** and documented on the **Quarterly Financial Report** with an explanation in the Remarks section.

Regardless of amount, requests for revisions within the line items of salaries, fringe benefits, and equipment must be submitted in writing with narrative justification for prior written approval by the SOVWA.

Audit Requirements

Subgrantees must comply with applicable federal, state and local audit requirements and the requirements of OMB Circular Letter A-133 as revised.

Project Income

All income, including interest, earned on subgrant funds or as a result of programs supported by subgrant funds must be reported as project income and be used to support further project activities.

Obligation of Subgrant Funds

Subgrant funds may not be obligated before the effective date or after the last day of the subgrant period. Any unpaid obligations at the end of the grant period must be paid within 30 days. Failure to comply may affect future awards.

Return of Unobligated Funds

Funds not expended or obligated at the end of the subgrant period shall be returned to the SOVWA within 30 days of the close of the subgrant period. Failure to comply may affect future awards.

Records Retention

Financial records of the subgrantee and contractors, including books of original entry; source documents supporting accounting transactions; the general ledger; subsidiary ledgers; personnel and payroll records; canceled checks; and related documents and records must be retained for a period of at least seven years. The retention period starts from the date of the receipt of the final Financial Report.

Records must be retained beyond the seven-year period if an audit is in progress or if findings or a completed audit have not been resolved satisfactorily.

NJ STOP Violence Against Women Grants Program Management of Equipment Purchased with Subgrant Funds

Subgrantee procedures for managing equipment purchased with VAWA subgrant funds shall include the following:

Property Records which include the following must be maintained:

- C description of the property;
- C serial number or other identification number;
- C source of the property;
- C identification of who holds the title, if applicable;
- C acquisition date;
- C cost of property;
- C percentage of the cost coverage by subgrant funds;
- C location of the property;
- C use and condition of the property; and
- C information on the date of disposal and sale price.

A physical inventory of property must be taken and the results reconciled with property records at the beginning and end of the grant period.

A control system must be established with adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft must be investigated by the subgrantee and a report made to the State Office of Victim-Witness Advocacy.

Adequate maintenance procedures and schedules must be developed to keep the property in good condition.

Equipment acquired under the subgrant which is no longer needed for the original project or program must be disposed of in accordance with the US Department of Justice Financial Guide.

NJ STOP Violence Against Women Grants Program Subgrantee Official File

Subgrantees are required to maintain a master file for subgrant documents. The following documents must be available in the official subgrant file for on-site review by DCJ program evaluators and local/federal auditors:

copy of approved application and Approved Project Budget

copy of award letter and all correspondence pertaining to the subgrant

original signed Subgrant Award/Contract and Special Conditions (if any)

copies of all budget revision requests, training requests, grant extension requests, and written approvals from DCJ

copies of all **Quarterly Financial Reports** and the final Financial Report

copies of all **Quarterly Narrative Reports** and the **Program Evaluation Report**

copy of completed **Subgrant Award and Performance Report(s)**

copies of all required prior approvals,

documentation of expenditures including purchase orders, bills, invoices, receipts and payments as reported on each **Quarterly Financial Report** for:

personnel/purchase of services

- copies of all necessary payroll evidence
- copies of all necessary staff assignment forms
- copies of all necessary time and activity reports
- copies of contracts for specialized services
- copies of invoices and reports supporting billing by consultants/vendors

travel/training/education

- copies of all authorizations
- copies of all vouchers/logs
- copies of all receipts/payments
- copies of training requests approved by SOVWA

equipment

- copies of all purchase orders
- copies of all receiving documents
- copies of all bid or competitive quotes
- copies of inventory data

banking information

- cash verification
- receipts documentation
- check register
- canceled checks
- bank statements

supplies and facilities

- copies of all space contracts and/or certificates
- copies of all bid information